

FRANKLIN COUNTY DATA CENTER
Job Posting: **Director-Computer Systems**

ANNUAL SALARY: \$94,394 - \$122,712 **Excellent Benefits Package

SUMMARY

The Director of Computer Systems role is to direct and coordinate Data Center technical support of the infrastructure unit. This individual will oversee computerized management information systems by performing the following duties personally or through subordinate supervisors. Must successfully complete 180-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consults with management to analyze computer system needs for management information and functional operations to determine scope and priorities of projects and to discuss system capacity and equipment acquisitions.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budgets, and staffing.
- Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- Develops, implements, and monitors management information systems policies and procedures to ensure data accuracy, security, and legal and regulatory compliance.
- Provides support to end users in the selection, procurement, usage, and maintenance of hardware.
- Manages computer operation scheduling, backups, storage, and retrieval functions.
- Manages second-level support for desktop, servers, and network resources.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.
- Evaluates, designs, deploys and manages computer systems related to Franklin County's LAN, WAN, and MAN including switches, routers, firewalls, and DMZs.
- Evaluates, designs, deploys and manages computer systems related to Franklin County's SAN, server farms, and virtual environments.
- Evaluates, designs, deploys and manages computer systems related to Franklin County's computer systems security to prevent and/or reduce risks associated with internal and external threats.
- Designs, deploys and manages a comprehensive service delivery methodology to ensure Franklin County Data Center's services are delivered to meet or exceed ITIL and RACI frameworks while meeting the requirements of partnering agencies' service level agreements.
- Analyzes, designs, and manages a comprehensive operational schedule to ensure Franklin County's data networks are compliant with audits and certifications.
- Analyzes and manages enterprise-wide systems such as email, backups, eDiscovery, and eFiling.

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises employees on the Infrastructure team including Network, Windows/Unix Servers, i-Series and Security units. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in computer information systems, MIS, or related area plus seven to ten years related experience and/or training; or equivalent combination of education and experience. Hands on experience in LAN, WAN, MAN and SAN highly preferred. Direct experience implementing an enterprise-wide security architecture including post-incident responses also strongly preferred. Preferred certifications include CISSP, EA, Windows Server certifications, Microsoft Exchange, Cisco, and Cisco UCS.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence, and procedure manuals, effectively present information, respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Software Program Management certification desired.
Program Management certification desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee, in this FLSA Exempt position, may be required to work extra hours including nights, weekends, and holidays as necessary to meet job requirements.

Data Center Benefits Summary:

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement,
Sick and Vacation Accrual, Tuition Reimbursement**

Send resume, references, and salary requirements to:

FRANKLIN COUNTY DATA CENTER

Attn: Jessica Wilkins-Bibbs-Director, Human Resources

373 S. High St. 9th Floor Columbus, OH 43215-4599

fcdcjobs@franklincountyohio.gov

EOE

No Fees